

On-Campus Recruiting (OCR) Program Student Agreement

Description:

The On-Campus Recruiting (OCR) Program offers employers the opportunity to interview students on campus for full-time and summer internship positions. At the graduate level, OCR is a small program used primarily by accounting firms for accounting and related positions. It takes place during both the Fall and Spring semesters.

Eligibility Requirements:

All students must attend the Recruiting 101 workshop

Full-time positions:

- Participation in the OCR Program for full-time positions is permitted for **one** academic year only. June and August graduates are eligible for OCR in the Fall and Spring semesters prior to graduation (e.g., June 2007 grads are eligible in the Fall of 2006 and Spring of 2007).
- January graduates are eligible for OCR in the Fall semester *prior* to graduation and Spring semester *after* graduation (e.g., January 2007 grads are eligible in the Fall of 2006 and Spring of 2007).

Summer internship recruiting positions:

- Continuing students with a graduation date of the upcoming month of August or later are eligible.

Special Features:

- **OCR Job Postings:** The OCR Program is coordinated through eRecruiting, and the postings are designated by the acronym "OCR," which precedes the position title.
- **Information Sessions:** An employer may choose to hold an Information Session to discuss its firm and employment opportunities prior to the interview date. Information Sessions are typically open to all students, unless otherwise indicated by the employer. Students who have been chosen to interview with a company are required to attend the employer's information session if it does not conflict with the student's class schedule. Check the job posting and/or the eRecruiting "Calendar" for details.
- **Alternate Interviews:** Employers may choose student applicants as alternate interview candidates and will notify students via email. Should time slots be available on the interview schedule, alternates will be permitted to choose one 48 hours before the interview date. Availability of time slots for alternates is on a first-come, first-served basis.

On-Campus Recruiting Code of Conduct:

In addition to the requirements to participate in eRecruiting, participants in the OCR Program must:

- apply only for jobs for which they are qualified and intend to interview.

- when notified via email of being selected for an interview, sign up for an interview time slot within 24 hours of receiving email notification.
- accept and show up for the interview if selected.
- if notified via email of having been chosen as an alternate interviewee, sign up for a time slot if available on the interview schedule within 48 hours of the interview date.
- check the eRecruiting system for new OCR jobs/internships, and regularly check their application history in eRecruiting for employer decisions, changes, and cancellations.
- keep the GCMC informed of changes in employment status and/or participation in OCR. Students are no longer eligible to participate in OCR after accepting an internship or full-time position. If an offer is received, and the student is not ready to accept it, the student must seek guidance from the GCMC regarding how to handle the situation.
- inform the GCMC within 24 hours of receiving an offer resulting from an on-campus interview.
- notify the GCMC within 24 hours of accepting an OCR offer, and complete an internship/employment survey within 48 hours of having accepted an offer.
- notify the GCMC immediately regarding unprofessional or unethical recruiting practices by an employer.

I have read the Eligibility Requirements above, and confirm that I am eligible to participate in the OCR Program. I also agree to comply with the OCR Code of Conduct described above. I understand that I must comply with these requirements in order to maintain my eligibility in the OCR Program.

Printed Name: _____

Student ID #: _____

Graduation Date: _____

Signature: _____

Date: _____

Please return to: **GCMC, 151 East 25th Street, 8th floor, New York, NY 10010**
Tel: (646) 312-1330, Fax: (646) 312-1331